COLORADO DEPARTMENT OF TRANSPORTATION

CAPITAL EQUIPMENT ACCOUNTABILITY RECORD

INSTRUCTIONS

1) Report all Office of Transportation Safety (OTS) contract purchased Capital Equipment on this form. Capital Equipment is defined as nonexpendable personal property purchased with a unit cost of $5000 or more and having a useful life of more than two years.
2) Complete this form , retain a copy for your record and send original to: Colorado Department of Transportation, Office of Transportation Safety, 4201 E. Arkansas Ave., Denver, CO 80222.
3) See Contract Management Manual dated October 1, 1994, Section IV, for Capital Equipment requirements.
4) When equipment is no longer used for the purpose for which it was acquired, request disposition instructions in writing from OTS using CDOT Form #1129 (OTS #20).

Project #	Contract period to
Agency name	
Agency address	

Item description & model number (include brand name)	**Manufacturers serial #** (if no serial # use organizational inventory #)	**Date recieved from vendor**	**Original cost** (include accessories, installation and shipping)	**% OTS funded**	**Equipment location** (include building & room number)

I certify the equipment listed above has been received, is on hand, will be maintained in operating condition and shall be used for the agreed traffic safety activities.

I declare under penalty of perjury in the second degree, and any other applicable state or federal laws, that the statements made on this document are true and complete to the best of my knowledge.

Signature of contract director	Date